

STATE OF HAWAII
REQUEST FOR EXTENSION OF TIME ON CONTRACTS

TO: Chief Procurement Officer

FROM: _____
(Department/Division/Agency)

Pursuant to § 103D-202, HRS and § 3-122-3, HAR, the Department requests approval for extension of time on Contract Number: _____.

Description of the goods, services, or construction purchased:

Name of Vendor: _____ Original Contract Amount: \$ _____
Original Term of Contract From: _____ To: _____

If applicable,
Prior Extension C.E. No. _____ Prior Extension Amount: \$ _____
Prior Extension of Time From: _____ To: _____

Request for Extension of Time From: _____ To: _____
Extension Amount: \$ _____

Purpose for the extension and the reason(s) why it is not practical to award another contract at the time of the extension:

Direct questions to: _____ Phone: _____

I certify that all parties to the contract agree to the extension of performance of time and that the information provided above, is to the best of my knowledge, true and correct, and approval is recommended:

Department Head or Designee

Date

Title (If other than Department Head)

☐ APPROVED

☐ DISAPPROVED

Chief Procurement Officer

Date